



Limited Examination & Appointment Program

AN EMPLOYMENT PROGRAM FOR QUALIFIED INDIVIDUALS WITH A DISABILITY



Titles: ELECTRONICS TECHNICIAN

\$3050-3667

Note: Salaries are correct as of July 1, 2003.

- ★ This is an open statewide examination.

Application Deadline:

- ★ Applications must be submitted by **Friday June 4, 2004**. Applications postmarked after **June 4, 2004**, will not be accepted.
- ★ You may be hired as an Electronics Technician by any state department, after you have taken and passed the Electronics Technician examination.

Who May Apply

- ★ Individuals with a disability, a record of a disability, or who are regarded as having a disability that limits one or more major life activities, **and**
- ★ Individuals with a Limited Employment Assistance Program (LEAP) certification form from the State Department of Rehabilitation, **and**
- ★ Individuals who have not taken this examination in the past 18 months, **and**
- ★ Individuals who meet the minimum qualifications stated on this examination bulletin.

You may contact the Department of Rehabilitation to find out how to obtain a LEAP certification form. To find an office near your home, please contact the Department of Rehabilitation at (916) 263-8762, TTY (916) 263-7477 or online at www.rehab.ca.gov.

How To Apply

- ★ Submit a Standard State application form (Std. 678) and a copy of your LEAP certification form to:
State Personnel Board
801 Capitol Mall
P.O. Box 944201
Sacramento, CA 94244-2010
- ★ **Applications** are available at the State Personnel Board office and at the following website: www.spb.ca.gov and local offices of the Employment Development Department.
- ★ **You must attach a copy of your LEAP certification form to every application** you submit for any LEAP examination. You must also provide your social security account number on your application form in order to confirm your eligibility for LEAP.

STATE OF CALIFORNIA EMPLOYMENT PROGRAM



Special Testing Arrangements

- ★ If you have a disability and need special testing arrangements, please mark the appropriate box in question 2 of the “examination application”. You will be contacted to make specific arrangements.

General Information

- ★ State employees who are currently working as an Electronics Technician with a full-time permanent appointment to the classification, may not take this examination per Government Code Section 18935(b).

Minimum Qualifications:

- ★ To apply for these examinations, you must have:
- ★ Experience: Two years of experience in the repair, maintenance, and testing of equipment incorporating electronic circuitry. (College education with major work in electrical or electronic engineering may be substituted for one year of the above experience, on the basis of one year of education being equivalent to six months of experience.)
- ★ **NOTE:** Applicants must include the title; semester or quarter credits or hours of credit; name of institution; and completion date of all electrical or electronic engineering courses completed on their application.

ADDITIONAL DESIRABLE QUALIFICATIONS

- ★ Education equivalent to completion of the twelfth grade.

Examination Information

- ★ The examination consists of a 100% readiness training and experience evaluation.
- ★ Candidates must receive a score of 70% or more in order to be placed on the employment list.
- ★ Names of candidates who pass the examination will remain on the employment list for 24 months (2 years).
- ★ Candidates may take this examination only once in an 18-month period.
- ★ Examination material will be mailed to applicants who meet the minimum qualifications at the address indicated on his/her application.
- ★ Applications may be processed on a monthly basis.

Scope of Examination Questions

- ★ The examination will include questions to evaluate your knowledge of :
 1. Basic electronic theory and electrical practice.
 2. Repairing and maintaining electronic and telephonic equipment.
 3. Use of precise electrical measuring instruments used in servicing electronic and related equipment.
 4. Elementary safety precautions to be observed in maintaining electrical equipment.

Skill in:

1. Repairing and maintaining electronic and telephonic equipment.



Ability to:

1. Read and write English at a level required for successful job performance.
2. Read and interpret electrical and electronic schematic diagrams.
3. Estimate cost of repairs.
4. Keep simple records and make reports.
5. Analyze situations accurately and adopt an effective course of action.

LEAP Program Information

- ★ LEAP, under the authority of Government Code Sections 19240-19243.4, provides an alternate means of assessing the qualifications and skills of job applicants with disabilities. Upon successful completion of the program, participants are appointed to the identified job classification and begin serving a probationary period of six months to one year. For more information on LEAP, pamphlets are available at the offices of the State Personnel Board, Department of Rehabilitation and Employment Development Department or at the following Websites: www.spb.ca.gov or www.rehab.ca.gov.

Requirements for Admittance to the Examination

- ★ To be eligible to participate in the LEAP, you must be an individual with a disability who (1) has a physical or mental impairment or medical condition that limits one or more life activities such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; or (3) is regarded as having such impairment or medical condition.

Position Description

- ★ **An Electronics Technician** installs, maintains, adjusts and repairs various types of the less complex electronic devices; makes repairs and adjustments to equipment such as audiocommunication and security sound systems; magneto, common battery and dial intercommunication systems, radio and television receivers, electronic testing and measuring devices, and similar electronic equipment and accessories; as required, operates such equipment; assists higher level technicians with the installation and repair of the more complicated electronic equipment such as radiotelephone, channelized microwave, wire carrier equipment, traffic signal and lighting systems; uses electronic measuring and testing devices; draws and interprets schematic diagrams of the simpler electrical and electronic circuits; estimates costs of repairs and orders materials and replacement parts; keeps simple record and makes reports.

General Information

- ★ **Veterans preference credits** will be added to the final score of competitors who pass the examination, qualify for, and have requested these points. Veterans who have already achieved



permanent civil service status are not eligible to receive veterans credits. California law governs the granting of veterans preference points in open entrance and open nonpromotional examinations. Credit in an open entrance examination is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Directions for applying for these credits are on the Application for Veteran's Preference for California State Civil Service Examinations form (SPB-1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807 and at the following website: www.spb.ca.gov.

- ★ **The State of California is an equal opportunity employer** to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.
- ★ **If you meet the requirements** stated on this bulletin, you may take this competitive examination. Possession of the minimum requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test. All candidates who pass will be ranked according to their scores.
- ★ **The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.
- ★ **Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order:
 - 1) Subdivisional promotional
 - 2) Departmental promotional
 - 3) Multidepartmental promotional
 - 4) Servicewide promotional
 - 5) Open eligible list

However, departments have the option of using LEAP referral lists in conjunction with all other eligible lists. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test. The resulting eligible lists will be used only to fill vacancies in the area(s) shown on the bulletin.

- ★ **General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the essential tasks of the class. A medical examination may be required. In open examinations, an investigation may be conducted of employment records and personal history, and fingerprinting may be required.



- ★ **High School Equivalency:** Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the general educational development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.
- ★ It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

California State Personnel Board
P.O. Box 944201 – 801 Capitol Mall
Sacramento, CA 94244-2010
(916) 653-1502 – TTY (916) 654-6336